CM/ECF NEWS

Important Information on the New Privacy and Public Access Policy

November 1, 2004 has been set as the date for District courts to implement the new Judicial Conference Policy on Privacy and Public Access to Electronic Criminal Case Files. At that time, courts will make electronic criminal case file documents available to the public via remote access pursuant to the implementation guidelines adopted by the Judicial Conference of the United States. The policy is available at http://www.privacy.uscourts.gov/crimimpl.htm

This court's revised Notice of Electronic Availability of Case File Information, Amended to Comply with the August 2, 2004 Amendments to the E-Government Act of 2002, has been posted on our public web site, www.nywd.uscourts.gov. under the "Click for New CM/ECF Information" link.

Please be sure to review the guidelines and notice, as it is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of the court requiring redaction of personal data identifiers. The clerk's office will not review documents for compliance with this rule, seal on its own motion documents containing personal identifiers, or redact documents, whether filed electronically or on paper.

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Tips and Tricks

Adobe Tips: How to Extract Text

Adobe Acrobat Reader 5.0.5 lets you extract text from Adobe PDF files for use in another application, such as Microsoft Word. You can extract text as long as security restrictions don't prevent you from opening the files. To extract text from a PDF file, the file must also meet these conditions:
-- The files are formatted to contain text and not just images.

-- The files don't contain security restrictions that prevent you from selecting text.

To Extract All Text from a PDF File

Note: Text formatting may be lost when you paste the text into another file.

In Windows, export the text from the PDF file:
1. Open the PDF file in Acrobat Reader, and choose File > Export Document to Text.
2. Specify a name and location for the text file, and then click Save.

In Mac OS or UNIX, copy the text from the PDF file:
1. Open the PDF file in Acrobat Reader, and choose View > Continuous - Facing or View > Continuous. (Choose Continuous-Facing if you want the copied pages arranged side by side, or choose Continuous if you want the copied pages arranged in a continuous vertical column.)
2. Choose Edit > Select All.
3. Choose Edit > Copy.

To Extract Text from Specific Pages or Columns

1. Click the text select tool.
2. Select the text you want to copy:
-- To select the text in only one column of a multicolumn layout, click the column select tool and select the text in the column.
-- To select only the text on the page in view, choose View > Single Page, and then choose Edit > Select All.
3. Choose Edit > Copy.

Navigating Tips for PDF Documents

Most navigation commands in Adobe PDF files are displayed on the status bar or on the toolbars. Some standard Windows keystroke short cuts are compatible with PDF, such as [Ctrl][P] for print and [Ctrl][F] to search for key words. But here are some shortcuts for jumping to a specific page that are not so obvious to the infrequent PDF user.

• Press CTRL + SHIFT + N. Then, in the **Go To Page** dialog box, type the *page number* and click **OK**.

• With your mouse, highlight the page number on the status bar at the bottom of the screen [1 of 78], type the page number, and then press ENTER.

That is a lot faster and more exact than scrolling or clicking on the **Next Page** button at the bottom of the screen. Of course, you need to know the page number first.

But beware! If navigating from a table of contents to a specific page number, the page number of the content may not be the same as the physical page number of the PDF document.

ANOTHER UPGRADE SCHEDULED

CM/ECF Version 2.2 (we are now on Version 2.1) was released September 15, 2004, with Version 2.3 to follow before November 1, 2004. We must install both versions by November 1st. If any downtime is scheduled with respect to the installation of the software, we will post advance notices on the CM/ECF logon screen and on our public website.

With the installation of these two releases, a number of "bugs" will be taken care of, and the new privacy policy will be put into effect. Please see the information under the heading "Privacy and Public Access to Electronic Criminal Case Files" for information on the changes you can expect to see after November 1, 2004.

The Coach ▭▭▭▭▭▭▭▭▭

Question: Social Security cases are not made electronically available to the general public. Why are these cases being treated differently, and can counsel have access to the electronic documents, if they exist, in these cases?

These cases are being treated differently because of their nature and the type of information routinely included in these case files. A Social Security case is the continuation of an administrative proceeding brought by a person seeking to enforce his or her rights under a government program. The files in these cases are confidential until a complaint is filed in the district court. The information contained in these files is largely medical and very often is extremely detailed. The medical information is absolutely essential to a determination of the applicant's eligibility for benefits and would not be useful to the court in a redacted form. However, it was determined that the general public should not have electronic access to this information because of its personal nature and the potential for misuse. The full content of Social Security case files is still available at the courthouse. Counsel may have remote access to the electronic documents, if the court has electronic versions of documents filed in Social Security cases. However, the court does not have to create electronic versions of the documents solely to provide electronic access to parties and counsel.

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☹☹☹☹☹ We've Slipped a Bit! ☹☹☹☹☹

NY-Western has slipped to eleventh in the country for attorney usage of CM/ECF. During the month of August, attorneys docketed 58% of their own filings, down from 59% in July (the first month we slipped to 11th place), and 60% in June (when we were still in the top ten). The Administrative Office of U.S. Courts analyzes CM/ECF usage monthly in order to determine best practices for implementation and training. If you find that you have training needs, please feel free to call one of the numbers listed above to schedule a free one-hour class. Feedback from you is always welcome. If you have suggestions or recommendations, just give us a call or send an email to: jeanne_spampata@nywd.uscourts.gov.

CM/ECF District Court Activities as of 8/31/2004